



**UNITED STATES MARINE CORPS**  
COMMANDING GENERAL  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

1900  
6  
18 Nov 96

POLICY LETTER 2-96

From: Commanding General, Marine Corps Air Ground Combat Center  
To: Commanding Officer, Marine Corps Communication-Electronics School  
Commanding Officer, Headquarters Battalion  
All Directors and Special Staff Officers

Subj: ADMINISTRATIVE SEPARATION OF MARINES

Ref: (a) MCO P1900.16E (MARCORSEPMAN)  
(b) White Letter No. 12-96

1. Reference (a) establishes guidelines for the separation of our Marines. Reference (b) emphasizes our responsibilities as leaders in reducing first term non-EAS attrition. In concert with the references the following additional guidance is provided.

2. I will not, nor do I expect you to tolerate having individuals of questionable integrity, corrupt morals, or demonstrated criminal behavior in the Marine Corps. These types of Marines will be processed expeditiously. Other types of discharges are beyond our control -- hardships and physical disability. But, there are numerous cases where a trend of poor performance can be resolved through proactive leadership.

3. I solicit your help to ensure that you exercise proactive vice reactive leadership in resolving/reducing administrative separation of Marines. If you feel that all possible leadership techniques have been exhausted and the individual must be processed for administrative separation, then you must ensure that the Service Record Book (SRB) supports administrative separation. A Marine who is recommended for discretionary administrative separation should have a track record -- without proper documentation on all accounts we cannot justify discharging them.

4. Ensuring that we keep only the best in our Marine Corps is a collective responsibility. I am confident in your abilities and resourcefulness in addressing this problem.

//signed//  
R. G. RICHARD

DISTRIBUTION: A-1